



## State of Montana DEPARTMENT OF CORRECTIONS GENERAL SAFETY RULES

As a basis for employee responsibilities and participation in the loss control program, the general safety rules listed below applies to all Department employees. Your cooperation in complying with these rules and all other safety responsibilities is required and expected.

1. The use or possession of alcohol, drugs or other controlled substance, or the misuse of prescribed and over the counter medication on the job is prohibited.
2. Report all accidents that result in injury to your supervisor immediately and also report all other non-injury accidents and near misses to your supervisor.
3. Promptly report unsafe conditions, procedures, and duties to your supervisor.
4. Each employee is responsible for keeping your work area in a clean, uncluttered state. Do not walk by a messy situation that can be easily corrected, like spills on the floor, ice on steps, etc.
5. Obey all warning tags and signs. They are there because hazards or un-safe conditions exist.
6. No employee should take chances on the job which could endanger his or her personal safety or the safety and health of co-workers or offenders.
7. If you are unsure of your job procedures ask your supervisor for instructions or training.
8. Do not operate machinery or use tools if you are not qualified to use them.
9. Do not enter hazardous areas that you are not authorized to enter.
10. Use all personal protective equipment and devices that are required and provided.
11. Become familiar with, and conduct your work activities in accordance with, policies, general safety rules, and other specific safe operating procedures which are applicable.
12. **Above all, always be alert and responsible. Your safety and health, and that of all others around you depend on it.**